

Issues

for
RHODE ISLAND
MANAGEMENT

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WHAT YOU NEED TO KNOW ABOUT STROKE

More than 40,000 Americans suffer a serious stroke each year. Yet, more than half of Americans don't know the signs of stroke or what they can do to prevent one.

A stroke occurs when the flow of blood to the brain is blocked. The brain cells that are cut off from the blood's supply of oxygen and nutrients become damaged or die. Victims of stroke can lose their ability to move parts of their bodies, usually one side, and they may have trouble speaking or suffer a loss of memory.

Stroke kills 150,000 Americans each year and disables thousands more. While stroke is more common in the elderly, it can happen to anyone and often strikes in the most productive years of middle age. Blacks have about a 50 percent higher death rate from strokes than whites.

Stroke is a serious problem, but the news about stroke is getting better. The death rate from stroke has dropped 50 percent in the past 20 years. This is because more Americans have taken the two most important steps to lower their chances of having a stroke: quitting smoking and controlling high blood pressure.

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FITNESS ADDS YEARS TO YOUR LIFE



Get moving and live longer is the message from a study published in the *Journal of the American Medical Association*.

Treadmill tests given to 13,344 women and men helped show reduced death rates for people who are the most physically fit. Even those who are moderately fit live longer.

Steven Blair of the Institute for Aerobics Research in Dallas headed the eight-year study. He says it doesn't matter what type of exercise you do, just spend "human power instead of electricity."

The death rate for the least fit men compared with the most fit men was 3.4 times higher. In women the rate is 4.6 times higher. As many as one-third of all people fall into the "least fit" category.

The differences in the death rates remained steady even after other factors, such as smoking and cholesterol level, were taken into account.

While exercise reduced deaths from all causes, deaths from cancer and heart disease were most affected.

It was also found that low fitness was as important a risk factor for early death as blood cholesterol, blood pressure, smoking and family history of heart disease.

EFFECTIVE RESUMES—WHY YOU NEED ONE—HOW TO PREPARE IT

A resume is often your first contact with a prospective employer. If you are seeking a professional or managerial position, take care to make your resume an effective marketing tool by presenting your knowledge, experience, and occupational objectives in a way that will make employers want to know you through personal interviews.

A good resume can serve several purposes. It can:

- Introduce you to employers who may otherwise be difficult to approach.
- Serve as an outline for discussion during face-to-face interviews.
- Give a favorable first impression to employers.

The Facts

The employer wants to know:

- What you can do.
- What you have done.
- How you were trained.
- What you want to do.
- Who you are.

With this in mind, the first task is to assemble the facts. In the resume, someone who has little work history will emphasize education and training, while a more experienced person will place greater weight on his present and former employment. As a preliminary, however, it is best to assemble all of the material you can in order to develop for yourself the image that an employer will see.

Identifying Data

- Name
- Address
- Telephone Number

Education

- Educational institutions attended. Omit high school if you have attended college. Be sure to list dates attended, courses taken, degrees received, honors and scholarships awarded. List special courses taken to develop occupationally significant skills. Include Military specialist training if it is adaptable to civilian employment.
- Professional licenses or certificates held.

As another preliminary, list all of your experience, even part-time work. The following should be considered for each job:

- Job title
- Functions
 - How was the job done?
 - What was its purpose?
- What special equipment was used?
- How many people were supervised, and what were their skills?
- To whom were you responsible?
- Evaluation of the experience
 - What new ideas did you contribute that were accepted?
 - Why were you selected for the job?

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Resume

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To what other kinds of work is the experience adaptable?
What did you learn while working?
How long did you work on the job?

- **Other information**

List your memberships in professional organizations and any formal recognition of achievement you have received.

Personal Appraisal

Before you begin to prepare the resume itself, you should evaluate your background. Perhaps you have been able to decide exactly what work you want and have a reasonable assurance of obtaining it. Perhaps you have only a general idea of the work you are seeking. In any case an appraisal of your strengths and weaknesses is advisable. Among the important characteristics and abilities to consider are:

- Physical abilities and limitations
- Adaptability to new situations
- Ability to supervise
- Degree of tact and type of temperament
- Ability to express ideas clearly
- Speech habits

By judging yourself in terms of these and other traits you will be able to decide how to present yourself to employers.

Those to Receive the Material

Of the many facts about yourself, some are of interest to employers and some are not. Some will interest one employer but not another. Therefore, before preparing the resume you should list the kinds of employers who will receive it. You may decide to develop a separate resume for each employer to emphasize the points you believe to be of greatest significance in each case. Whether or not you intend to make many different resumes, you will find that this list will help you to sell yourself.

Consider also the employer contacts that you already have through employment agencies, schools, businesses, organizations, and trade publications.

The Form to Use

The proper form for you to use will depend upon what you want to emphasize. The order in which you present the information will depend on the emphasis also.

- **Identifying Information** — Your identifying information should always be placed at the top of the resume. This should include at least your name, address and telephone number.
- **Interests and Goals** — The kind of job you want should be included either within the resume or within the letter that will accompany it. Sometimes this may be simply stated in a word or two, but often some elaboration is necessary.
- **Education** — Your educational background may be placed before or after your work history. Whichever provides your most significant qualifications should be emphasized. The listing of educational accomplishments should include the following:

High school—May be omitted if you have a college degree.
College—Include major subject and degree.

Graduate school—Include field, degree, and, perhaps thesis title.

Other formal training—Military service schools, apprenticeships, special courses.

Include the dates you completed each part of your education, and list any honors, awards, scholarships, fellowships, assistantships, or research grants received through educational institutions. A person who has recently completed his schooling or who has limited work experience should go into detail as to courses taken and should list extracurricular activities.

Work History

The most important idea to be considered in listing your work history is that you should emphasize functions rather than job titles. You should usually list the titles under which you were employed even though your duties under a given title may be different from a person with the same title with another company. List the tasks you performed as well as the titles. Generally, salaries are not shown.

Consider the facts you gathered about your work history to determine which of them will be most significant to the employer.

The two forms commonly used by people with a considerable amount of experience are the inverse chronological form and the total experience form.

Inverse Chronological Form

This form is the basic resume form used by persons who have held several different positions with different duties. List your most recent position first, followed by the next previous one, and so forth.

Some people will choose to include military experience in this section, and some will not. Your decision should be based on whether or not your military experience relates to the type of work you are seeking.

If your part-time work during schooling and at other times is not related to your present goals, record it in a separate section in very brief form. A person with a long period of full-time experience may choose to omit part-time work during college altogether. The first sample resume (A) uses the inverse chronological form.

Total Experience Form

This is the form most often used by people who have held a number of positions involving the same or closely related functions. All of your experience of a single kind is expressed as a unit. The unit may be a list of functions or a paragraph, depending upon which is easiest to read and which seems likely to cause the best first impression. If each of several jobs involved the same functions, you will have a statement for each function you performed rather than for each position you held.

Sometimes the names of employers are omitted on this form and are revealed later at interviews. Before deciding to omit employers' names you should consider the effects this may have on the particular employers for whom your resume is intended. The second sample resume (B) uses the total-experience form.

Other Information

If you have not included your military experience in your work history, you should list it in a separate section. Include branch of service, rank, dates, duties performed and type of discharge.

List special skills or achievements such as:

Ability to operate business machines, computers, typewriters.

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ISSUES

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Donald J. Boisvert

Resume

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Languages — How much ability? Can you speak, read, write, understand, read?

Publications — Titles and where published.

Memberships in professional organizations.

Awards and recognition — citations, civic or professional awards.

Security clearance (if applicable).

There is a question as to whether it is wise to include membership in civic, service, and social organizations. As a general rule omit this from your resume unless such memberships are an important indication of your ability to do the kind of work for which you are applying. It is poor taste to include religious affiliation, political beliefs, or national background.

Ordinarily, names of references should be omitted because you will be asked to supply them at the time of your interview with an employer. You may say, however, that references are available on request.

Additional Principles

First of all be BRIEF. No busy executive can read long,

dreary lists of routine tasks. For almost everyone, a one-page resume will be most effective. Remember that a resume is intended to arouse an employer's interest so that he will ask you to come to him for an interview. A few people will need to use two pages, but no one should use more than two.

Do not send carbon copies. A carbon copy shouts out that the recipient is second choice at best. Send individually typed copies or copies made on a good copying machine.

Use the past tense of verbs to begin sentences. This avoids the repeated use of the pronoun "I".

Example: NOT "I calculated material costs."

BUT "Calculated material costs."

Use a good quality of paper and a typewriter that produces clean copy.

Do not use abbreviations, especially "etc.", in the body of your resume. Avoid technical or military terms that will not be understood by everyone who reads the material. Check for spelling errors.

It is unwise to exaggerate your abilities and knowledge or to claim a higher level of responsibility than you actually had. Most employers can recognize exaggerations at once. Even though deception escapes them at first, it cannot remain undiscovered on the job. But neither should you play down your assets. A careful and honest record will be most effective.

Resume Sample "A" Inverse Chronological Form

RESUME

PERSONAL DATA:

John J. Jones
21 Pineapple Way
Providence, RI 02901
(401) 123-4567

EDUCATION:

University of Rhode Island — B.S. 1953, cum laude Business Administration Major
Northeastern University — 1955-1957 evening courses in Quality Control, Management, Machine Design. 20 credits toward Master of Science degree.

OBJECTIVE:

A responsible position in production control, production planning, or personnel management in the southern New England area.

EXPERIENCE:

1959 - present Production Products Co., Providence, RI — Chief Production Planner
Responsible for scheduling of production for a factory employing 350 production workers manufacturing small metal parts, mechanical assemblies, and hand tools. Supervised five expeditors and one clerk. Rescheduled production in specific departments to prevent bottlenecks and to ensure proper order priority. Advised and reported directly to Production Manager.

1953 - 1959 Mechanix, Inc., Boston, MA — Production Manager
Began as administrative trainee in company with 75 employees engaged in manufacture of small mechanical and electro-mechanical assemblies to customers' specifications. Worked as assistant purchasing agent and assistant shipper 1953 handling retail work. Assistant to personnel manager 1954 supervising two clerks engaged in payroll work and record keeping. Conducted employment interviews.
1955 - 1958 advanced from Junior production Planner to Chief Production Planner. Responsible for initial scheduling and changes to meet unforeseen situations. Reported to Production Manager. Production Manager January - December 1959. Supervised Production Planner, Purchasing Department, Department Supervisors, and clerical staff. Recommended equipment purchases and new techniques. Recommended personnel policies. Negotiated work rules with labor representatives. Cooperated with engineering and quality control departments in joint projects. Left for better opportunity.

PROFESSIONAL ASSOCIATIONS:

American Association of Production Planners

MILITARY SERVICE:

None. Rejected because of punctured eardrum. No loss of hearing.

REFERENCES:

Supplied on request.

Resume Sample "B" Total Experience Form

RESUME

PERSONAL DATA:

Mary Ann Adams
124 Evening Drive
Providence, RI 02901
(401) 101-6789

OBJECTIVE

Business Management/Office Management/Accounting Systems Analyst

EXPERIENCE:

ADMINISTRATION

Handled administrative routine for corporation president. Assigned incoming orders and projects to appropriate line and staff departments when this involved establishment of no major policy. Established minor policy within administrative department. Approved expenditures for staff uses. Interpreted company policy for personnel directors and sales managers (when questions arose).

OFFICE MANAGEMENT

In charge of accounting office of large retail chain. Supervised up to thirty-five accountants and clerks. Approved hiring and releasing or personnel. Supervised preparation of all statements.

ANALYSIS

Led groups conducting statistical research in cost analysis, personnel turnover, and accident rates. Prepared final reports of studies and recommended action in light of findings. Recommended, had approved, and installed new accounting systems on branch, district, and home-office levels. Revised inventory control systems at branch level resulting in considerable improvement in projection of requirements and in cost of maintaining inventory.

ADDITIONAL

Knowledge of manufacturers and other suppliers of hard and soft department store goods. Rhode Island notary public.

EDUCATION

Bryant College — Bachelor of Business Administration, 1940.
Accounting and Finance Major

MILITARY SERVICE:

U.S. Army (WAC), 1941-1945
Supply Sergeant, European Theater.
Honorable Discharge

Additional information, names of present and former employers, and references will be supplied on request.

Stroke

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Smoking causes the blood vessels to constrict, restricting the flow of blood. The poisonous gases in smoke interfere with the delivery of oxygen to the tissues of the body. The more cigarettes you smoke, the greater your risk of stroke.

If you smoke, you have everything to gain by quitting. Your risk of stroke will be significantly lower within a year, and after five years it will be no greater than someone who has never smoked.

High blood pressure also increases your chance of having a stroke. When blood pressure is too high, it puts stress on your arteries. It can damage the interior walls of the arteries, causing them to become narrow and hardened. The flow of blood can then become restricted or blocked. The force of high blood pressure can also cause the artery to burst, resulting in a stroke.

You may have high blood pressure even though you feel fine, so it's important to have it checked regularly. If you do have high blood pressure, follow your doctor's advice. Go for regular checkups. If your doctor prescribes pills, be sure to take them. If you are bothered by side effects, tell your doctor. By watching your diet, exercising and losing weight, you can lessen your need for blood pressure medication.

You can also protect yourself from being a victim of stroke by knowing the early warning signs. If any of these warning sign occur, you should seek medical attention immediately:

- Numbness, tingling or weakness in an arm, leg or one side of the face.
- Loss of vision in one or both eyes.
- Difficulty speaking.
- Loss of strength in an arm or leg.

These symptoms can occur alone or together and are usually temporary, lasting from several minutes to several hours. Because the symptoms can come and go, they are often ignored or attributed to some other cause. Being able to recognize early warning signs will enable you to take prompt action. And this may help you avert a stroke or greatly reduce its severity.

Why risk a serious disease when you can take steps to prevent it? Make the moves that can protect you from stroke. If everyone controls his or her blood pressure and stops smoking, the news about stroke will continue to get better.

For more information about controlling high blood pressure or a stop smoking program, call the R.I. Department of Health Hotline 1-800-624-2700.

TAKE CARE OF YOURSELF Rhode Island Department of Health



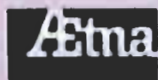
You don't "catch" a heart attack. It takes years of high-fat diets, obesity and lack of exercise.

ISSUES IS SPONSORED BY THE FOLLOWING DEFERRED COMPENSATION CARRIERS . . .

Deferred Compensation — an employee benefit with far-reaching advantages . . .

State employees can save for the future by participating in the deferred compensation program, a way of putting money aside without having to pay taxes on it, or the income it earns, until retirement when your tax rate is usually lower. Managers can assist their employees in learning more about deferred compensation by showing them an audio-visual presentation that clearly explains the deferred compensation program. To arrange to show this slide-tape production, call the Employee Benefits Section, Office of Personnel Administration at 277-3160.

This newsletter is sponsored by the state's carriers of the deferred compensation plan.



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